



HM Prison & Probation Service

Job Description (JD)

PS Band 4

Directorate: Probation Service

Job Description: Commissioning and Partnerships Officer

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Job Description

Job Title	Commissioning & Partnerships Officer
Directorate	Probation Service
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Overview of the job	<p>The purpose of the Commissioning and Partnerships team is to work closely with operational and contract managers within the region, commercial colleagues, policy leads, external partners/ commissioners, providers and service users to identify service needs, review existing services, build partnerships, develop knowledge and build expertise within the business, design new services, source providers and then monitor the effectiveness of commissioned services to promote innovative and strategic solutions and deliver quality, value for money services that meet service user needs and reduces reoffending.</p> <p>The Commissioning and Partnerships Officer will develop and implement commissioning plans and products and be responsible for delivering commissioning and partnership activity. They will lead on secretariat, planning and research activities to deliver commissioning and/or recommissioning of services across the region.</p> <p>They will be line managed by a Commissioning and Partnerships Manager, who will lead on the delivery across the full range of services.</p>
Summary	<p>The post holder will produce and implement specific commissioning plans that support regional commissioning strategy.</p> <p>They will be responsible for developing reports and briefings for senior managers, regional leads and local/regional partners to support the monitoring and reporting of regional commissioning strategy and specific commissioning plans.</p> <p>They will support operational staff and managers to deliver their responsibilities across the full range of services. This may include offering consultancy and advice, delivering local training and briefings.</p> <p>They will support the Commissioning and Partnerships Manager in undertaking budget and financial monitoring for commissioning projects.</p> <p>They will deputise for the Commissioning and Partnership Manager and HoCI when requested.</p>

Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Collate and provide quantitative and qualitative analysis of needs and demand data to support Commissioning and Partnerships Managers and the wider Community Integration Team, including conducting focus groups with staff and service users. • Drafting and amending service specifications for new and existing services and support the development of a portfolio of evidence-based service specifications. This will include the development and creation of Memorandums of Understanding (MOU) and Board reports. • Responsible for developing regional and local area reporting systems to monitor effectiveness of existing commissioning arrangements and availability of local services to inform development of services, reviews and planning. • Manage regional involvement in grants and procurement processes, including organising market warming and engagement, producing key grant and procurement documents and evaluation of bids. • Providing secretariat support to regional, cross-regional and multi-agency governance or project groups and boards with a range of internal and external stakeholders. • Responsible for organising and facilitating stakeholder and engagement events and meetings and producing timely minutes and actions. • Responsible for establishing productive and effective relationships with relevant internal and external stakeholders at a local, regional and national level in line with designated area to support commissioning activity. • Develop, maintain and update regional partnership contacts and agreements and ensure these are linked to business planning for the region, as well as updating relevant documents for contacts within the partnership portfolio. • To undertake, lead and manage specific project work as instructed by the Commissioning and Partnerships Manager and/or Head of Community Integration. • Attend meetings and represent the Commissioning and Partnerships Manager when necessary, demonstrating an understanding of the Probation Service, Region and subject matters at all times. • Promote a culture of innovation and continuous improvement whilst undertaking reviews and making recommendations as necessary. • Implement and manage full commissioning processes including commissioning cycle, internal and external stakeholders' involvement, continually checking progress of different stages of work being completed and being vigilant on timescales. Raising concerns to Commissioning and Partnerships Manager in advance of deadlines.
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- Support on the work with MOJ Commercial, Sourcing and Procurement to develop strategies for the commissioning of services.
- Undertake research, market warming, market engagement, negotiation.
- Creating service specifications, developing technical questions for competitions, designing payment mechanisms and ensuring service enablers such as TUPE and information sharing are considered.
- Undertake bid evaluations and moderation sessions.
- Provide contract mobilisation support.
- Accountable for ensuring all Commissioning and Partnerships activity includes and conforms to equalities regulations, policies and processes. This will include ensuring the equality analysis is completed and reviewed for inclusion in the Regional Commissioning Plan.
- Support on developing and supporting partner organisations with their on-boarding onto the Dynamic Framework.
- Work with Regional leads and PDU colleagues to develop the engagement of People on Probation to ensure that commissioned services align to the EPOP agenda, embedding the voice of People on Probation in the development of services.
- Support on the Contract Management of commissioned and co-commissioned contracts where required, including all standard contract management activities.
- Inputting into inspections, working with OSAG and HMIP inspectors and implementing actions plans.
- Work with Commissioning and Partnership Officers and Managers nationally to ensure alignment of commissioned services on a pan-regional basis, and that best value and practice are achieved.
- Taking the lead role and being accountable for the initiation of data sharing agreements, DPIAs, DAs and all other information sharing agreements.
- Engage with and co-ordinate between providers and Information Assurance Lead for the completion of the DPIA.
- Undertake budget and financial monitoring of all commissioned and co-commissioned contracts.
- Support on the induction and training of new and existing staff.
- Owning the process for the Cyber Security to ensure completion in advance of services being launched to the operation team, including leading external partners and working alongside internal colleagues.

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.

	An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Seeing the Big Picture • Delivering at Pace • Communicating and Influencing • Working Together • Managing a Quality Service • Changing and Improving
Strengths	<p>(Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p>
Ability	
Experience	<ul style="list-style-type: none"> • Experience of commissioning and/or recommissioning services, including assessing need, reviewing services and developing service specifications. • Awareness of procurement and grants within the public sector context. • Experienced in the field of partnership working. • Awareness of community safety, criminal justice, social care, housing or health care setting. • Good oral and written communications skills. • Experience of undertaking research and formulating options, along with problem solving abilities. • Experience of project management. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Proven experience of working in a community safety, criminal justice, social care, housing or health care setting. • Good understanding of services to offenders delivered in the community or through-the-gate (upon release from prison).
Technical	

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>